

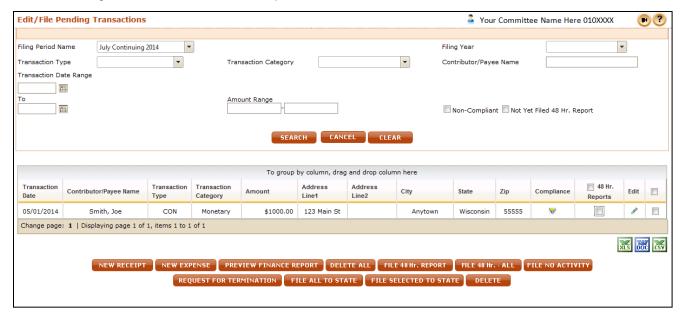
Filing a report with activity in CFIS



All active, non-exempt registrants must file a campaign finance report every six months, in January and July of each year. Additional reports are needed depending on the activity and type of committee. If a committee files their report on CFIS, paper copies of the report do not need to be sent to the G.A.B. Conduit Committees will first need to generate transmittal letters before filing reports. For filing 48 Hour Reports, please see the *Filing a Late (48 Hour) Report* directions.

File a Report in CFIS

- 1. From the left-hand menu, click Edit/File Pending Transactions.
- 2. In the top row of the search screen, select the Filing Period Name from the dropdown. Click Search.
- 3. Review your transactions from the grid result for accuracy. You can narrow your search results by choosing to use more than one filter option.

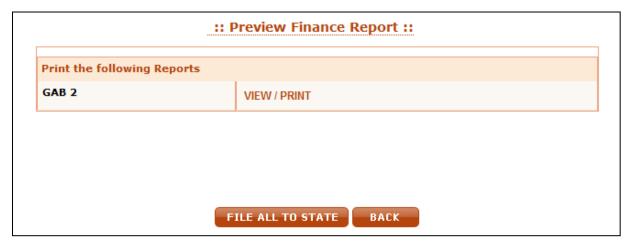


- 4. The report can be filed by either clicking **Preview Finance Report** to review the entire report before filing or clicking **File All to State**, which will not generate a report to preview.
 - a. Preview Finance Report
 - To preview the report, click Preview Finance Report at the bottom of the Edit/File Pending Transactions.





- ii. Enter the date the report begins and beginning balance. If you do not remember your beginning balance, the ending balance of the last report filed in CFIS for your committee is displayed below your committee name. Click **Submit**.
- iii. Click View/Print report to preview a pdf version of the report.



- 1. If everything is correct, minimize the preview and click **File All to State**.
- 2. If information needs to be changed on the report, make updates as necessary, then repeat Steps 1 and 4.
- iv. Re-enter the beginning date of the report, beginning and ending balance. Notes and attachments are not required, but can be included.
- v. Enter your electronic signature. Your signature should include your committee's seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on View/Edit Registration Information on the left hand side.
- vi. Click **Submit**. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on **View/Print** to print the report for your records. Since you submitted the report through CFIS, you do not have to mail a paper copy to the G.A.B.

b. File All to State

- i. Enter the date the report begins, beginning and ending balance. If you do not remember your beginning balance, the ending balance of the last report filed in CFIS for your committee is displayed below your committee name. Notes and attachments are not required, but can be included.
- ii. Enter your electronic signature. Your signature should include your seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on **View/Edit Registration Information** on the left hand side.



Campaign Finance Procedures

- iii. Click Submit. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on View/Print to print the report for your records. Since you submitted the report through CFIS, you do not have to mail a paper copy to the G.A.B.
- c. If this is the final report and you are closing the committee, you must click **Request for Termination** before filing the report. See the section on *Terminating a Committee* for more information.